

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 23 May 1956

FROM : Chief, Assessment and Evaluation Staff

SUBJECT: Weekly Report #21
Assessment and Evaluation Staff
16-22 May 1956

I. SIGNIFICANT ITEMS. None.

II. OTHER ACTIVITIES.

A. Office of the Chief.

1. A meeting was held with representatives of PPD and PAD, Office of Personnel, to discuss ways of reorganizing the clerical testing program in order to adapt it more completely to the needs of these offices. On the basis of this, as well as previous meetings, a definite proposal will be drawn up and submitted to the Office of Personnel.

2. Chief, A & E, and [] met with [], Office of Personnel, to discuss ways in which fitness reports could be used by the Office of Personnel.

B. Training Evaluation Branch.

1. [], A & E consultant, worked with [] on 21 May in developing test items for use in conjunction with motion picture material in the Operations Support Course.

2. A briefing was provided for nine new OTR instructors on 22 May, covering A & E activities in support of the instructor and the instructor role in the development of training evaluation material. [] and [] will continue working with four of these instructors at [] during the rest of this week, preparing them in detail for their role as instructors in the Operations Course and the Operations Familiarization Course.

III. PERSONNEL NOTES.

1. [] has taken and passed the comprehensive examinations for the MA degree.

2. [] returned to duty on 14 May following completion of the Operations Familiarization Course on 11 May.

25 YEAR RE-REVIEW

SECRET